

[Medical Research Scientist \(T\)](#)

[Medical Research Scientist](#)

[Voucher Examiner \(PSU\) – 6 positions \(T\)](#)

[Voucher Examiner \(PSU\) – 6 positions](#)

[Secretary](#)

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[Human Resources Associate](#)

FSN#2008/99 (T)

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-11; FP-4 (Trainee)

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in the Department of Virology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at Kamphaeng Phet.

BASIC FUNCTION OF POSITION:

Serves as Head of the KPP- AFRIMS Virology Research Unit at Kamphaeng Phet. Duties include managing all clinical and laboratory projects and, with specific guidance from Chief of Virology Department, devise and orchestrate new research projects. Responsible for administrative and personnel management, logistical support, training and counseling for team members, preparing the project site for monitoring and guest visits.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) A doctor of Medicine degree is required; **(2)** Nine years experience in the general fields of diagnostics and clinical trials consisting of one or two years in viral diagnostics, five years experience in a managerial/ supervisory position,

three years experience in quality assurance/quality control management; **(3)** Level IV (Fluent) speaking/reading/ writing in Thai and English.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: October 16, 2008

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FSN#2008/99
Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-12; FP-3

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in the Department of Virology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at Kamphaeng Phet.

BASIC FUNCTION OF POSITION:

Serves as Head of the KPP- AFRIMS Virology Research Unit at Kamphaeng Phet. Duties include managing all clinical and laboratory projects and, with specific guidance from Chief of Virology Department, devise and orchestrate new research projects. Responsible for administrative and personnel management, logistical support, training and counseling for team members, preparing the project site for monitoring and guest visits.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) A doctor of Medicine degree is required; **(2)** Ten years experience in the general fields of diagnostics and clinical trials consisting of one or two years in viral diagnostics, five years experience in a managerial/ supervisory position, three years experience in quality assurance/quality control management; **(3)** Level IV (Fluent) speaking/reading/ writing in Thai and English.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: October 16, 2008

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FSN#2008/100 (T)
Voucher Examiner (PSU) – 6 positions

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-6; FP-8 (Trainee)

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-8
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with

program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; **(2)** Six months of progressively experience responsible work in financial management support; **(3)** Level IV (Fluent) speaking/reading/writing English and Thai; **(4)** A TOEIC score of at least 750 (will be tested); **(5)** Must have experience with Microsoft office software i. e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
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CLOSING DATE FOR THE POSITION: October 16, 2008

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FSN#2008/100
Voucher Examiner (PSU) – 6 positions

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support

Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; **(2)** One year of progressively experience responsible work in financial management support; **(3)** Level IV (Fluent) speaking/reading/writing English and Thai; **(4)** A TOEIC score of at least 750 (will be tested); **(5)** Must have experience with Microsoft office software i. e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: October 16, 2008

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FSN#2008/102
Secretary

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-7; FP-7

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its General Services Office located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the secretary to the Supervisory General Services Officer (S/GSO) who is responsible for the largest Mission support element at post. Duties include performing a full range of all secretarial and administrative support to the office such as answering phone calls, processing ICASS counts, handling petty cash for official goods and services, and maintaining files and annual reports.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years’ specific progressively responsible professional experience in secretarial or administrative assistance, with at least two years providing support to a senior executive at a governmental, international, or multi-national organization; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess excellent communication and interpersonal skills; (5) Must demonstrate proficiency in using computer program and typing various correspondence formats.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: October 16, 2008

FSN#2008/104 (T)
Human Resources Associate

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-5; FP-9 (Trainee)

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9 (Trainee)

Ordinarily Resident (OR): FSN-5 (Trainee)

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Associate in its Regional Human Resources Office, located at 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Performs administrative, clerical and data management functions to RHRO/FSN unit. Assists with arrangements of conference, meetings and other program events, as well as in organizing Foreign National Student Intern Program. Provides support in administering the FSN Health Benefits Insurance Program. Serves as procurement support for the unit.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of a high vocation/commercial school; **(2)** One year of experience in human resources administration, secretarial or office management; **(3)** Level III (Good Knowledge) speaking/reading/writing English and Thai; **(4)** Must possess excellent communication and interpersonal skills; **(5)** Must have excellent skill in in using computer program and typing various correspondence formats.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: October 16, 2008

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FSN#2008/104

Human Resources Associate

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-6; FP-8

OPENING DATE: October 3, 2008

CLOSING DATE: October 16, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Associate in its Regional Human Resources Office, located at 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Performs administrative, clerical and data management functions to RHRO/FSN unit. Assists with arrangements of conference, meetings and other program events, as well as in organizing Foreign National Student Intern Program. Provides support in administering the FSN Health Benefits Insurance Program. Serves as procurement support for the unit.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of a high vocation/commercial school; **(2)** Two years of experience in human resources administration, secretarial and/or office management; **(3)** Level III (Good Knowledge) speaking/reading/writing English and Thai; **(4)** Must possess excellent communication and interpersonal skills; **(5)** Must demonstrate proficiency in using computer program and typing various correspondence formats.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

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CLOSING DATE FOR THE POSITION: October 16, 2008

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